

INSTRUCTIONS FOR REGISTERING IN WORCS

The Department of Justice (DOJ) is launching a new system that will affect the way background checks are submitted, processed and results retrieved. The system currently used to conduct background checks is called "INTCH". The new "Wisconsin Online Record Check System" (WORCS) is scheduled to be formally "launched" early this summer.

The new WORCS system will allow account customers to:

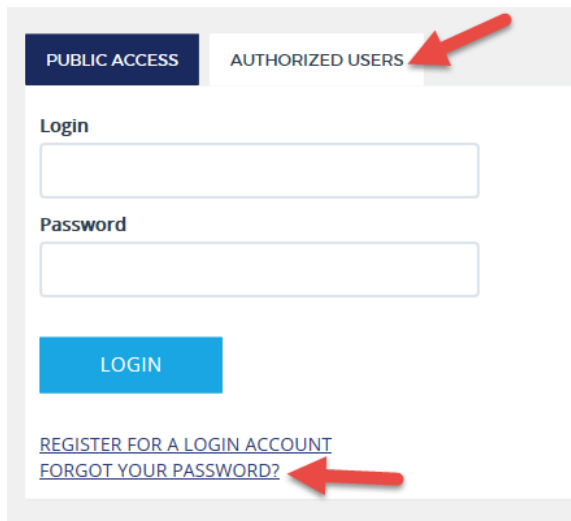
- manage their account online (add users, update emails, etc.)
- pay bills online
- view and retrieve results for up to 6 months from the date of submission (vs. current 30-day limit)
- save the background check results as a pdf file

Over the past several months the Department of Justice has sent notices, instructions and an implementation timeline to child care centers with a current online account. The notices were included in the most recent DOJ invoice/billing statements. It is likely the notice was sent to the person who would typically pay the DOJ bill.

Currently, most centers only have one account set up for background checks. The person who set up the account is probably registered as the account administrator and must set up the initial account in the new WORCS system.

Instructions for Setting up an Account: The account administrator must set up the initial account in WORCS but may add more users once the account is registered.

1. All current DOJ online accounts have automatically migrated into the new system. However the password associated with the account did not carry over. The email address with the old account will be used to register the new account. Follow the steps below to set up the initial account in WORCS. If you have questions or difficulty completing these steps please contact CIBRecordCheck@doj.state.wi.us for assistance.
2. DOJ WORCS website: <https://recordcheck.doj.wi.gov/> . The account administrator will need to access the "AUTHORIZED USERS" screen. In the Login box enter the email address the old INTCH account was registered under. Then click on the "FORGOT YOUR PASSWORD?" link in order to reset the password for the child care center's account (this will trigger an email sent to the email address).



3. The account administrator will enter his/her valid email address and click the "I'm not a robot" box. The reCAPTCHA will ask the user to identify/verify specific photos. Follow the instructions on the screen and click "SUBMIT".


Forgot Password

Welcome to WORCS! Please click on the About Dropdown and review the Training Documents before going any further. Please register your email address to update, edit or create a new account in WORCS using the Authorized User tab. Please DO NOT use DHS as an account type for a private business for your account choice. Please continue to use the INTCH website to conduct background checks and retrieve your results until April 25, 2016.

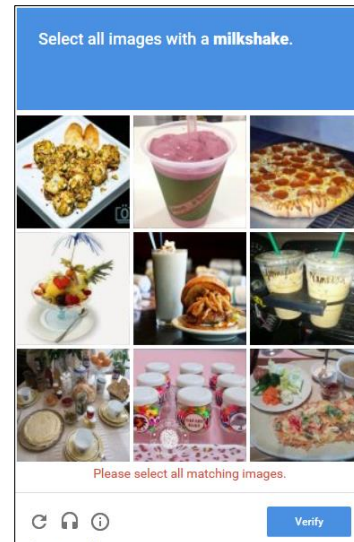
DOJ users must reset their passwords via the helpdesk.

Email Address

☐ I'm not a robot



SUBMIT



- An email will be sent to the email address associated with the account with instructions on how to reset the password. Check the email account and follow the instruction in the link to reset the password. Once the password has successfully been reset the administrator will be able to login to WORCS

If you have questions related to this change in systems or need assistance, please contact the DOJ at CIBRecordCheck@doj.state.wi.us

WHERE/HOW TO ACCESS THE WORCS WEBSITE

The screen shots below show where to locate the WORCS page from the DOJ/CIB [Website](#). Be sure to save the WORCS website as a Favorite or as a short top on your desktop: <https://recordcheck.doj.wi.gov/>.



CIB provides a process for clarifying a false match that may result from submission of a particular person's identifying data for a name-based criminal history background check. This process is initiated by submitting a [Wisconsin Criminal History Challenge Form \(DJ-LE-247\)](#) and a full set of fingerprints.

Below you will find information on the following topics:

- [Requesting a record check](#) (highlighted with a red arrow)
- [How to read a criminal record](#)
- [Notice to employers](#)
- [Mistaken identity or false match](#)
- [Incorrect charge information](#)
- [Removal of arrest information](#)
- [Missing or incorrect disposition information](#)
- [Challenging a criminal history record](#)
- [Contact us](#)

By mail:

Complete a request form [DJ-LE-250](#). Submit the form, payment, and a self addressed stamped return envelope to:

Record Check Unit
PO Box 2688
Madison WI 53701-2688

You should receive your response in 7 to 10 business days. Fees are charged even if a record is not found.

By internet:

Visit the record check [website](#) to submit your request. (highlighted with a red arrow)

[Back to Top](#)

If you have trouble registering in the new system please contact the CIB at CIBRecordCheck@doj.state.wi.us or visit the FAQ page: <https://recordcheck.doj.wi.gov/Home/FAQ>.